

JOB DESCRIPTION

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|  | **Job Title:** | **Lead Teacher of Design & Technology** |
|  | **Grade:** | **Scale- MPS/UPS**  **TLR 3C £2,683 (2 year fixed term)** |
|  | **Reports to:** | **Assistant Headteacher** |



**Purpose of the job**

To ensure that there is a delivery of high quality lessons and a positive experience for all students within Product Design, Resistant Materials and 3D design for KS3, KS4 and KS5

**Main responsibilities of the Lead Teacher**

* Develop schemes of learning and resources for departmental use. Plan SoL, create presentations and deliver the course/s that fits our curriculum structure.
* Oversee the continued identification of new resources to enhance teaching and learning and examinations results.
* Ensure regular communication with all staff in their subject area and the Director of Learning.
* Ensure that exams are set within department area for KS3 and that students are fully prepared for GCSE and A level. Establish early and effective communication with the Exams officer to follow the correct procedures.
* Ensure that there are targeted interventions with students where necessary. Maintain up to date RAP/underachievement data records.
* Attend line management meetings and ensure regular communication takes place with the SLT link.
* Follow the department and school behaviour policy.
* Continue to raise the profile of the subject area through trips, school website, Whitefield TV, displays and exhibitions.
* Ensure high quality work is on display for the end of year ADT exhibition.
* Set high expectations to ensure the quality of work produced by the students is to a high standard
* Ensure home-learning is set and marked regularly.
* Ensure that deadlines for assessments and data drop for KS3, KS4 and A Level are met on time.
* Ensure clubs take place at KS3 in lead areas.
* Lead and deliver the course and ensure effective communication with teachers in the subject.
* Arrange cover for absent staff in individual subject area.
* Ensure all folders and files kept up to date.

**Teaching and Learning**

**To ensure that all Lead Practitioners are:**

* Accountable for individual teaching groups.
* Responsible for individual deadlines and planning of time.
* Understanding and following agreed schemes of learning, by using appropriate teaching resources.
* Implementing the requirements of examination syllabuses and meet assessment deadlines within lead areas.
* Teach clearly structured lessons which interest and motivate students.
* Maintain an understanding of developments within teaching practice and methodology and initiatives at a local, national and global level.
* To be aware of general developments in Design and Technology and to maintain a detailed knowledge of A Level, GCSE and Key Stage 3 courses.

**Additional Provision**

* + Identify students on the course whose achievements should be recognised and celebrated.
  + Contribute as required to department display and celebration events to recognise students’ success in your lead area.
  + Organise and lead on your subject area.
  + Promote and encourage students to enter competitions within your lead area.

**General**

* To engage in continuous professional development in a structured way, using a range of development opportunities to increase competence in the role.
* To have regard for Health and Safety at all times and adhere to the school’s Health and Safety policy at all times.
* To contribute to whole School Special Events as and when required.
* To be aware of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times**.**
* To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

This job description should be read in conjunction with the Statutory Teacher’s Pay and Conditions documents and the Standards for Teachers.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

May 2019